

REVISED SCHEDULE - JANUARY 26, 2004
NEW ROW APPRAISAL POOL

TASK	BEGIN	END	RESPONSIBILITY
Review/Rewrite Old RFQ	November 20 th	November 25 th	Marie Karen & Staff
Prepare Labels for RFQ Courtesy Mail Out	November 21 st	December 4 th	Jackie
Prepare Pool Flyer for Internet / Office Posting	November 21 st	November 25 th	Marie/Karen
Post Pool Flyer on Internet – Heads Up to Consultants	November 25 th		Marie/Barry
Select Team Participants & Identify Team Leaders	November 20 th	November 25 th	Marie Karen/Lyle
Notify Selection Team Leaders/Members of Participation	November 25 th	November 28 th	Marie & Karen
Review & Approve Final RFQ Text	November 24 th	November 28 th	Marie/Karen/Lyle
Make Final RFQ Text Changes	December 2 nd		Marie/Lamar
Email Pool Advertisement to Marjorie Charge to Organization #: 8220 / XCC 6131	December 2 nd		Marie
RFQ Advertisement Dates <ul style="list-style-type: none"> Deseret News SLC Tribune Local City Papers 	Saturday(s), December 2003 6 th 13 th 20 th 27 th		Marjorie/Construction Advertisement Back Up
Email Barry RFQ Internet Advertisement	Friday, December 5 th		Marie
Mail Out RFQ's to ROW's Interest List	Friday, December 5 th		Jackie
RFQ Internet Advertisement Posted	Monday, December 8 th		Barry
Statements of Qualifications Due – Must Be Received By Consultant Services	Monday, January 5, 2004 11:00 a.m. Submittal Deadline		Interested Consultants
Review/Log/Sort/Statement of Qualifications	January 5 st	January 6 nd	Marie
Distribute SOQs to ROW Selection Team Members	January 6 nd		Marie
Selection Team Reviews and Scores Individual SOQ's	January 6 th	January 20th February 9 th	ROW Team Members
Selection Team Score Sheets Due/Return Scoring Packet (1-26-04: Still Need Scores From Three Reviewers)	Tuesday, January 20, 2004 @ Noon Tuesday, February 10, 2004 @ Noon Marie - Consultant Services		Team Members
Selection Scores Talled	January 22nd February 12th	January 23rd February 13th	Marie
Selection Team Meeting	January 27th @ 1:00 P.M. Tuesday, February 17, 2004 (3:30 – 4:30) Consultant Services Room		ROW Team Members
Email Barry List of Firms Accepted Into New Pool Period	January 30th Friday, February 27, 2004		Marie
Selected Firms Posted on Website	February 2, 2004 Monday, March 1, 2004		Barry
New Appraisal Pool Dates	February 1, 2004 March 1, 2004	June 30, 2005 June 30, 2005	Everybody